



Development Assistance Packet

Site Plan & Site Plan Amendments LDO 13.03.040(p)

Guide to the Town of Parker's eTRAKiT Electronic Development Review System

eTRAKiT is a state-of-the-art online tool utilized to facilitate the land development review process. eTRAKiT's online system provides access to land use applications, plan reviews, code inspections, projects, permits and licenses. Contractors and homeowners are able to apply and pay for permits, submit plans, view and respond to plan review comments, schedule and see inspection results all electronically. Access is available 24 hours a day, 7 days a week. For additional questions about the eTRAKiT system, please contact the Town of Parker's Community Development Department at 303.841.2332.

eTRAKiT is located at: <https://prkc-trk.aspgov.com/eTRAKiT/>

Please Note:

Development Assistance Packets are prepared to facilitate land use applicants in the review procedures, submittal requirements and overall process for evaluation of land use applications in the Town of Parker, Colorado.

Applicants should be advised that although this Assistance Packet contains information regarding the land use review process, it is not a complete summary of the Town's Land Development Ordinance, not is it intended to be. Applicants for land use projects in the Town of Parker are highly encouraged to familiarize themselves with the requirements of the Town's Land Development Code and all amendments thereto.

Date Released: 2024

Prepared By:

The Town of Parker Community Development Department

Town Hall / 20120 East Mainstreet

Parker, CO 80138

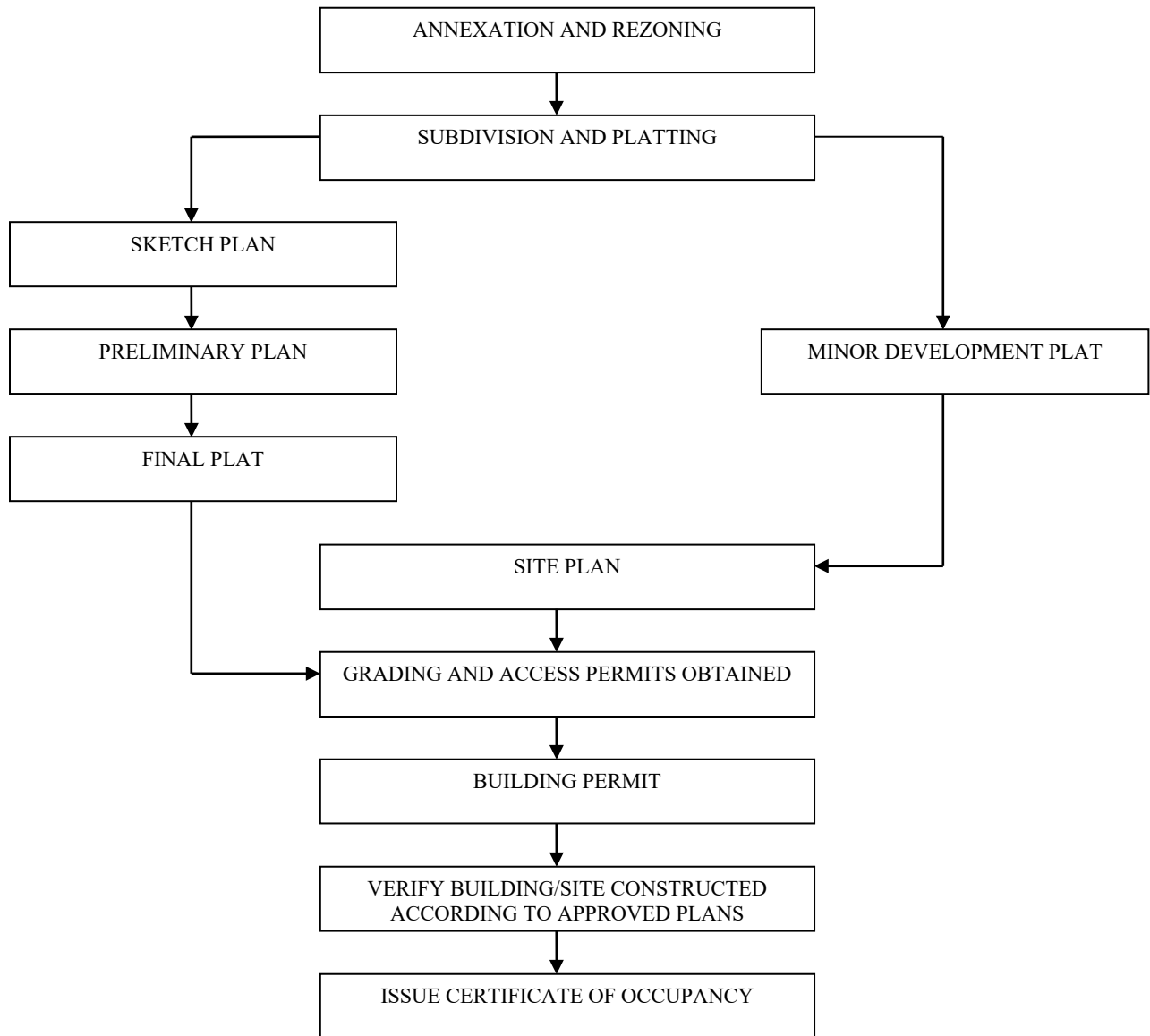
303/841.2332

<https://www.parkerco.gov/112/Community-Development>

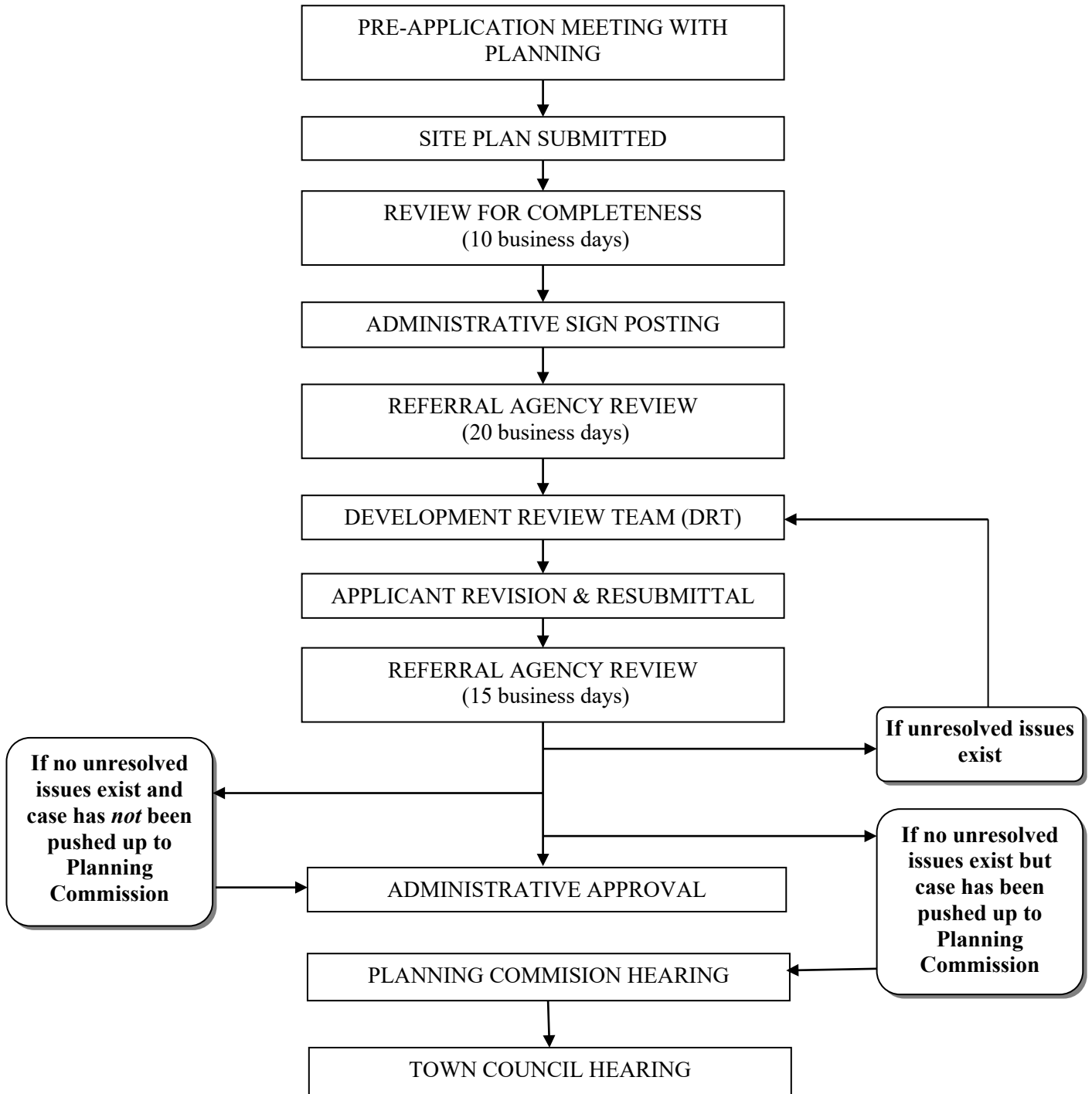


Town of Parker Community Development Department
Town Hall / 20120 East Mainstreet, Parker, CO 80138

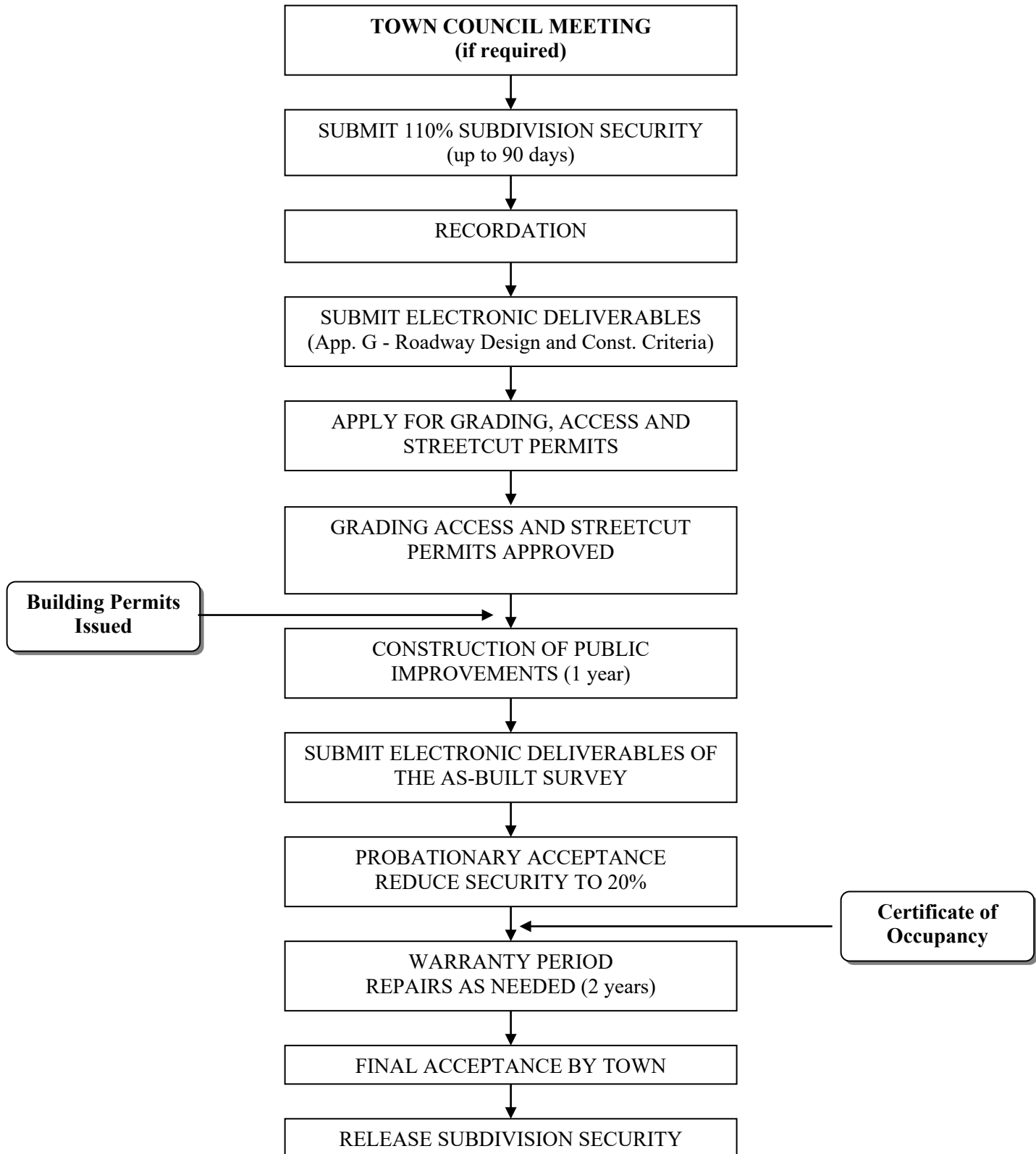
Overall Development Review Process



Site Plan Process



Built Environment – Non-Residential





Town of Parker Community Development Department

Town Hall / 20120 East Mainstreet, Parker, CO 80138



Application Submittal Checklist - Site Plan

13.03.040(m)(j)

LDO

Submittal Item	Required	Submitted	Missing	Notes:
eTRAKiT located on line at:				
https://prkc-trk.aspgov.com/eTRAKiT/				
General Submittal Requirements - Electronic Submittals to be uploaded into Trakit				
Application (see note 1)				Form enclosed; completed and signed by property owner; electronic PDF document
Submittal Fees Paid				Fees will be added after application submittal. Fees may be paid online or mailed/delivered to Tow Hall. Application will not be sent to referral until fees are paid.
Legal Description of Property (see note 2)				(Exhibit A) Electronic pdf Document
Title Commitment/Policy				(Exhibit B) Current to within 30 days ; Electronic PDF Document
Notarized Letter of Authorization				(Exhibit C) enclosed; completed, signed. Electronic PDF Document
Disclosure Letter				(Exhibit D) enclosed; completed, signed. Electronic PDF Document
Vicinity Map of Project Site				(Exhibit E) Electronic format in JPEG - 1MB max
Project Narrative				Electronic PDF Document
Charge Back Agreement				Form enclosed for reference. Signature ready document will be provided by staff. Electronic PDF Document
Public Notice Requirements Apply				See Public Notice Guide for Details
Specific Submittal Requirements - Electronic Submittals to be uploaded into Trakit				
Site Plan Exhibits:				24" x 36" size Electronic PDF Document
Cover Sheet				Reference Administration Manual for signature block requirements(B)(2)
Site Plan				Reference Administrative Manuel section (B)(3)(10)
Master Landscape and Streetscape Plan/Master Park Facilities Plan				Reference Administrative Manual (B)(2)(d) Electronic PDF Document
Photometric Plan				Reference Administrative manual (B)(2)(f) Include cut sheets; Electronic PDF Document
Existing Conditions Map				24" x 36" size Electronic PDF Document
Tree Conservation Plan				Refer to Administrative Manual (B)(2)(h) Electronic 24X36 PDF document
Colored Architectural Renderings				All Elevations and Perspectives Electronic PDF Document
Civil Construction Documents				Refer to Construction Plan Requirements. (See note 4)
Public Improvement Cost Estimates				Electronic PDF Document
Colors and Material Board				9" x 12" maximum; Submitted to the Planning Office
Other Additional Information				As requested by the Town.
Reports and Studies - Section 13.06.030 -Electronic Submittals to be uploaded into eTrakit				
Traffic Impact Study				Electronic PDF Document
Drainage Report				Administrative Manual (B)(2)(d) Electronic PDF Document
Geology Report				Electronic PDF Document
Final Grading Plan				Electronic PDF Document
Soils Report				Electronic PDF Document
Water & Sanitation Report				Electronic PDF Document
Other Additional Information				As required by the Town
Submittals for Public Hearing (if applicable)				
Public Notice				See LDO 13.03.030 (g)
For Approval				
Final Site Plan Set				

Notes:

- 1: Application must include all exhibit attachments.
- 2: Legal descriptions are required to be attached to signed authorization and disclosure letters.
- 3: Include rooftop mechanical structures. Reference the Development Design Standards for architectural guidelines.
- 4: [Roadway Design and Construction Criteria Manual, Appendix B, Plan Sheet Submittal List](#)



20120 E. Mainstreet, Parker, CO 80138 303.841.2332 (Phone) 303.841.3223 (Fax) <http://www.parkeronline.org>

Instructions:

1. All applications must be typed or printed. Illegible applications may be rejected at the discretion of the Town.
2. All applicable sections must be completed and **signed by ALL parties of interest on page 2. Unsigned applications WILL NOT be processed.**
3. All requisite Exhibit Attachments must be included if the application is to be deemed complete.

Type of Application (check all that apply):

<input type="checkbox"/> Amendment to Comprehensive Plan	<input type="checkbox"/> Vacation of Lot Line or Easement	<input type="checkbox"/> Final Plat
<input type="checkbox"/> Annexation & Rezoning	<input type="checkbox"/> Use by Special Review	<input type="checkbox"/> Minor Development Plat
<input type="checkbox"/> Rezoning or PD Amendment	<input type="checkbox"/> Variance	<input type="checkbox"/> Re-Plat
<input type="checkbox"/> Sketch Plan	<input type="checkbox"/> Site Plan	<input type="checkbox"/> Condo Plat
<input type="checkbox"/> Preliminary Plan	<input checked="" type="checkbox"/> Site Plan Amendment	<input type="checkbox"/> Amendment to SIA or Recorded Plat
		Other: _____

PROPERTY	Address or General Location: 9572 TWENTY MILE ROAD, PARKER, CO80134
	Parcel Number(s) if known 223310310018
	Brief project description: Carwash Building, Changes made during construction to address existing conditions

Property Owner of Record:		Applicant (if different from Property Owner):	
Name:	Terry Halbur	Name:	Mike Schulze
Company:	Cobblestone Denver Propco, LLC	Company:	Cobblestone Denver Propco, LLC
Address:	8900 E Bahia Drive ste 200	Address:	8900 E Bahia Dr, ste 200
	Scottsdale, AZ 85260		Scottsdale, AZ 85260
Phone:	(717)712-2636 Fax:	Phone:	(503)593-1593 Fax:
Email:	thalbur@spotlessbrands.com	Email:	mschulze@spotlessbrands.com

Project Representative or Consultant:		Other/Additional	
Name:		Name:	
Company:		Company:	
Address:		Address:	
Phone:	Fax:	Phone:	Fax:
Email:	Same as Owner/Applicant	Email:	

Note: All correspondence is sent to the project representative. If the project representative is the owner, or applicant, write in "same as owner" or "same as applicant" in the above section.

Project Role

Signatures Required on Page 2

By signing below, each party are indicating that they understand and agree to the following terms:

ACCEPTANCE OF TERMS

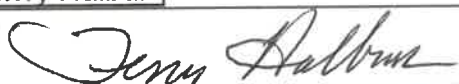
1. Authorized personnel from the Town of Parker, and its consultants, are hereby granted the right to enter the subject property for the purposes of reviewing and processing the application.
2. The Property Owner of Record acknowledges and agrees that the Town of Parker may file liens against the subject property for any unpaid financial obligation owed to the Town related to reviewing and processing the application.
3. There are no known geologic, physical or biologic hazards, or vicious animals present on the subject property except as indicated in the attached Exhibit D.
4. All requirements for submission of this application for reviewing and processing by Town of Parker Community Development Department made in accordance with the Town's Land Development Code, and any and all applicable Town of Parker Ordinances and Resolutions.
5. All requisite fees have been paid to the Town of Parker.
6. All information contained in this application, the attached Exhibits, and other materials submitted in connection with this application are true and accurate to the best knowledge of the Applicant, Land Owner of Record and Project Representative. It is clearly understood and agreed to that false or untruthful information may be grounds for the Town to stop processing this application or withdrawing any approval granted based upon such false or untruthful information.
7. The Town of Parker is under no obligation to approve the request contained in the application. No promises of approval are conveyed with the acceptance of this application.

8. The schedule of Exhibit attachments, as described below, accompanies this application:

- Exhibit A: Legal Description of Property.
- Exhibit B: Title Policy, current to within thirty (30) days of the date of signatures below.
- Exhibit C: Letter of Authorization from the Property Owner of Record, allowing Applicant and Project Representative to act on their behalf, and accepting ultimate financial obligation for expenses incurred by the Town of Parker as a result of the evaluation of this request.
- Exhibit D: Disclosure of any Geologic, Physical or Biologic Hazard present on site, or any vicious animals in residence on property.
- Exhibit E: Vicinity Map of Project Site.

SIGNATURES

Property Owner of Record:

Print Name:	Terry Halbur		
Signature:		Date:	2/21/25

Applicant, if different from Property Owner

Print Name:	Mike Schulze		
Signature:		Date:	

Project Representative or Consultant

Print Name:			
Signature:		Date:	

Additional

Print Name:			
Signature:		Date:	

Exhibit C to Town of Parker Land Use Application

Letter of Authorization from Property Owner

[Date _____]

Community Development Department
Town of Parker
20120 East Mainstreet
Parker, CO 80138

Regarding: Property Owner Letter of Authorization
[Name of Project: _____]

I, (*Name of Property Owner*), hereby certify that I am the legal owner of record of the land described in the attached Legal Description (See Exhibit A to this Land Use Application), and do hereby authorize (*Name of Applicant/Applicant's Representative*) to process this land use application on behalf of the subject property.

I understand that in the review of this project, by providing this authorization, I will allow Town of Parker Staff to enter the subject property for purposes of evaluating this land use request, as the specifics of this application may require.

I also understand that as part of the review of this project, the Town may find it necessary to outsource certain aspects of the review. Although there is a Charge Back Agreement submitted by the applicant for payment of those outsourced review fees which specifies that the applicant shall pay such fees, ultimately, it is the subject property, itself, which encumbers the ultimate responsibility for repayment of those fees in the event of default of payment by the applicant. Should this occur, I understand that the Town has, as part of its remedies under the Charge Back Agreement and Land Use Application, the imposition of liens against the property, should such become necessary.

Signature of Property Owner

Print Name:
Address:

Phone Number: _____

STATE OF COLORADO)
)ss.
COUNTY OF _____)

The foregoing instrument was acknowledged before me this _____ day of _____, 20____,
by _____, as _____ of _____.

My commission expires: _____

(S E A L)

Notary Public

Exhibit D to Town of Parker Land Use Application

Disclosure Letter

[Date _____]

Community Development Department
Town of Parker
20120 East Mainstreet
Parker, CO 80138

Regarding: Disclosure Letter of Known Hazards on Site
[Name of Project: _____]

As applicant for the above referenced project, we understand that Town staff and its consultants may need to visit the subject property for the purpose of observation, assessment, measurement or analysis of the property related to the land development request we have submitted. Consistent with the Town's Risk Management policies, the purpose of this disclosure letter is to advise the Town of any know Geologic, Biologic, or Physical Hazards on site, or of vicious animals present on site.

(Choose the applicable paragraph from the next two paragraphs)

We are therefore advising the Town of the following known hazards (list in bullet point form below)

We are therefore advising the Town that to the best of our knowledge and understanding regarding the subject property, there are no known hazards on site for which Town staff would need to take precautions before entering the property.

Should you have any questions or require clarification of the above referenced information, you may contact us using the information below.

Signature of Applicant

Print Name/Title:

Company:

Address:

Phone Number: _____

CHARGE BACK AGREEMENT

THIS CHARGE BACK AGREEMENT is made and entered into this ____ day of _____ 20____, by and between the TOWN OF PARKER, a Colorado home rule municipality (the "Town"), and [Click or tap here to enter text.](#) (the "Owner").

WHEREAS, Section 13.01.080 of the Town of Parker Municipal Code requires that the Town be reimbursed for the cost of the time spent for engineering, planning, surveying, inspection, hydrological, materials testing, plan/permit review, construction inspection, and legal services, in reviewing development proposals and construction, plus fifteen percent (15%) for administrative costs (hereafter "Consultants' Time");

WHEREAS, this obligation to reimburse the Town for Consultants' Time exists regardless of whether the project is approved, completed, and/or regardless of whether the Owner chooses to complete the Town's land review process as a whole; and

WHEREAS, this Agreement memorializes the obligation by the Owner to the Town to reimburse the Town for all Consultants' Time as set forth in Section 13.01.080(c) of the Parker Municipal Code for the project described under TRAKiT#[Click or tap here to enter text.](#)

NOW, THEREFORE, in consideration of the recitals and mutual covenants herein contained, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Town and the Owner agree as follows:

1. Reimbursement. Owner agrees to reimburse the Town, regardless of completion of the Owner's project, regardless of approval of the Owner's project, and/or regardless of whether the Town's land review process as a whole is completed, for all Consultants' Time, as set forth in Section 13.01.080(c) of the Town of Parker Municipal Code, for all such costs incurred by the Town which are incurred as a result of, or which are otherwise related to, Owner's land use submission and its subsequent review.

2. Remedies. In the event Owner fails to reimburse the Town for all Consultants' Time as set forth in Section 13.01.080(c), the Town shall have the following remedies:

(a) The Town may impose the remedies provided by Section 13.01.080(c), as required, including the following:

i. The termination of the review process, including any and all inspections, if payment is not made in full within fifteen (15) days of the issuance of the statement indicating the actual cost of Consultants' Time;

ii. The application being deemed withdrawn if the statement is not paid in full within thirty (30) days of the date of the issuance of the statement indicating the actual cost of Consultants' Time;

iii. The imposition of interest on the amount due and outstanding at the rate of one and one-half of one percent (1.5%) per month from the date when due.

iv. The initiation of an enforcement action for nonpayment of Consultants' Time to collect unpaid fees.

v. Certify that delinquent amounts, including interest to the Douglas County Treasurer, to be collected and paid over by the Douglas County Treasurer in the same manner as taxes, as provided by C.R.S. § 31-20-105.

(b) The Town may also impose any or all of the following remedies, at its sole discretion:

i. The filing of a lien on the property which is or was the subject of the proposed development upon which the Town has not been reimbursed for Consultants' Time; and/or

ii. The refusal to issue a building permit for any portion of the proposed development upon which the Town has not been reimbursed; and/or

iii. The refusal to issue a certificate of occupancy for any portion of the proposed development upon which the Town has not been reimbursed; and/or

iv. The refusal to accept any further land use applications from any Owner which has failed to reimburse the Town for Consultants' Time for any project.

3. Attorney Fees. Should this Agreement become the subject of litigation to resolve a claim of default of performance by the Owner and a court of competent jurisdiction determines that the Owner was in default in the performance of the Agreement, the Owner shall pay the attorney fees, expenses and court costs of the Town.

4. Severability. If any provision of this Agreement is invalid, illegal or unenforceable, such provision shall be severable from the rest of this Agreement, and the validity, legality and enforceability of the remaining provisions shall not in any way be affected or impaired thereby.

5. Governing Law. This Agreement shall be governed by and construed in all respects according to the laws of the State at Colorado.

6. Headings. Headings of the sections of this Agreement are inserted for convenience only and shall not be deemed to constitute a part hereof.

7. Modifications. No amendments to or modifications of this Agreement shall be made or be deemed to have been made, unless such amendments or modifications are made in writing and executed by the party to be bound thereby.

8. Signatures. The parties agree that the electronic or facsimile signature of the Town is the same as a handwritten signature for the purpose of validity, enforceability and admissibility.

IN WITNESS WHEREOF, the parties have executed this Agreement on the date first above written.

TOWN OF PARKER, COLORADO



Community Development Director

OWNER: Click or tap here to enter text.
[Company name, not signer's name↑]

[Please sign on line↑]

Click or tap here to enter text.

[Signer's name and title↑]

Company: Click or tap here to enter text.

Address: Click or tap here to enter text.

Click or tap here to enter text.

Phone No.: Click or tap here to enter text.

Witnessed by:

[Please sign on line↑]

Click or tap here to enter text.

[Signer's name and title↑]

Table 13.03.A: Summary of Development Procedures

✓ = required

R = Review RC= Recommendation D = Decision A= Appeal <>= Public Hearing Required

Procedure	LDO Section	Meetings Required		Review and Decision Authority		
		Pre-Application Meeting [1]	Neighborhood Meeting	Staff	Planning Commission	Town Council
Key Plan Implementation Decisions						
Annexation & Zoning	13.03.040(d)	✓	✓	R	<RC> [2]	<D>
LDO Adoption or Amendment	13.03.040(i)			R	<RC>	<D>
Master Plan Adoption or Amendment	13.03.040(k)	✓	✓	R	<RC>	<D>
Rezoning	13.03.040(n)	✓	✓	R	<RC>	<D>
Subdivision						
Condominium Plat	13.03.040(q)(3)			D	<A>	
Final Plat	13.03.040(q)(4)	✓		D	<A>	
Framework Plan for Subdivision	13.03.040(q)(5)		✓ [3]	D	<A>	
Minor Development Plat	13.03.040(q)(6)	✓		D	<A>	
Plat Correction	13.03.040(q)(7)			D	<A>	
Preliminary Plan	13.03.040(q)(8)	✓	✓ [3]	R	<RC>	<D>
Replat	13.03.040(q)(9)			D	<A>	
Street Name Change	13.03.040(q)(10)			D [4]	<A> [4]	
Vacation of Platted Easements Not Owned by the Town	13.03.040(q)(11)a			D	<A>	
Vacation of Platted Town Easement	13.03.040(q)(11)b			D		
Vacation of Right-of-Way	13.03.040(q)(11)c			D		
Vacation of Unplatted Town Easement	13.03.040(q)(11)d			R		<D>
Site-Specific Approvals						
Floodplain Development Permit	13.03.040(e)			D		A
Framework Plan (when used in connection with a Rezoning)	13.03.040(g)	✓	✓	D	<A>	
Framework Plan (when use in connection with a Site Plan)	13.03.040(g)	✓		D	<A>	
Planned Sign Program	13.03.040(l)			D	<A>	
Preliminary Determination of Stream Buffer Boundaries	13.03.040(m)			D		A
Sign Permit or Temporary Sign Registration	13.03.040(o)			D	<A>	
Site Plan – General [5]	13.03.040(p)	✓	✓	D	<A>	

Table 13.03.A: Summary of Development Procedures

✓ = required

R = Review RC= Recommendation D = Decision A= Appeal <>= Public Hearing Required

Procedure	LDO Section	Meetings Required		Review and Decision Authority		
		Pre-Application Meeting [1]	Neighborhood Meeting	Staff	Planning Commission	Town Council
Site Plan – Town-owned Land	13.03.040(p)		✓	R	<RC>	<D>
Temporary Use/Mobile Business Permit	13.03.040(r)			D	<A>	
Use by Special Review – General	13.03.040(s)	✓	✓	R	<RC>	<D>
Use by Special Review – Major Utilities	13.03.040(t)	✓	✓	D	<RC>	<D>
Use by Special Review – Oil and Gas	13.03.040(u)	✓	✓	R	<RC>	<D>
Use by Special Review - Water and Sewer	13.03.040(v)	✓		D		A
Use by Special Review – Wireless Communications Facilities	13.03.040(w)	✓	✓	R	<RC>	<D>
Wireless Communications Facilities – Administrative	13.03.040(z)			D		A
Historic Preservation						
Historic Landmark Alteration, Relocation, or Demolition	13.03.040(h)(2)			D [6]		A
Historic Landmark Designation	13.03.040(h)(3)			R	<RC>	<D>
Historic Landmark Designation Removal	13.03.040(h)(4)			R	<RC>	<D>
Flexibility and Relief						
Administrative Adjustment	13.03.040(c)			D	<A>	
Floodplain Development Variance	13.03.040(f)	✓		R	<RC>	<D>
Major Modification	13.03.040(j)	Same procedures and criteria applicable to initial LDO approval being modified		Same procedures and criteria applicable to initial LDO approval being modified		
Variance	13.03.040(x)	✓		R	<RC>	<D>
Waiver	13.03.040(y)			R		<D>
Notes:						
[1] Pre-application meetings are not required for development applications initiated by the Town.						
[2] The Planning Commission shall make a recommendation on initial zoning only, and not on the annexation proposal.						
[3] An applicant-facilitated neighborhood meeting is required for properties larger than five contiguous acres. A single neighborhood meeting is required at either the Framework Plan or Preliminary Plan stage, as determined by the Planning Director.						
[4] When the request for a street name change is made by an applicant other than the Community Development Department, the Fire Protection District or Douglas County and addresses have already been assigned, a public hearing and decision by Town Council are required.						
[5] Unless referred to the Planning Commission or Town Council by the Planning Director.						
[6] Processed as part of a Site Plan Amendment.						



EXAMPLE PLAN SET

The Utility Plan Set for the water and sanitation district shall be able to stand alone, but shall be provided at the back of all construction plan sets submitted to the Town of Parker. All record sets shall be signed in accordance with Construction Plan Approval Process.

TOWN OF PARKER CONSTRUCTION PLAN SET

Sheet

Cover Sheet
 Construction Notes
 Horizontal Control Plan
 Grading Plan and Details
 CBMP Plan
 CBMP Details and Notes
 Storm Drainage Plan and Profile
 Storm Drainage Details and Notes
 Roadway Plan and Profile
 Roadway Details and Notes
 Signing and Striping
 Signing and Striping Details and Notes

Required Signature Blocks

Town
 Town
 Town
 Town
 Town
 No Signature Block
 Town
 Town
 Town
 Town (only on sheets containing non-standard details)
 Town
 Town

UTILITY PLAN SET

(Please contact the applicable water and sanitation district for specific plan requirements)

Sheet

Cover Sheet for Water and Sanitary Plans
 Water & Sanitary Sewer General Notes
 Overall Utility Plan
 Sanitary Sewer Line Plan and Profile
 Sanitary Sewer Details
 Water Line Plan and Profile
 Water Details
 Irrigation Plan
 Landscape Plan

Required Signature Blocks

Water and Fire/Life Safety
 No Signature Block
 Town and Fire/Life Safety
 No Signature Block
 No Signature Block
 No Signature Block
 No Signature Block
 No Signature Block
 No Signature Block
 Town (Planning)

Note: Standard specifications, notes and details are available on the following websites:

- Cottonwood Water & Sanitation District – www.cottonwoodwater.org or at (303) 792-9509
- Parker Water & Sanitation District – www.pwsd.org or at (303) 841-4627
- Stonegate Village Metropolitan District – svmd.org or at (303) 858-9909
- Town of Parker – www.parkeronline.org or at (303) 840-9546
- South Metro Fire Authority – www.southmetro.org or at (720) 989-2000
- ACCWA – www.arapahoewater.org or at (303) 790-4830

Construction Plan Approval Process

Step 1: Construction plans shall be submitted for review during the application process with the Community Development Department. All comments from each referral agency shall be satisfactorily addressed. The Town Construction plans and Parker Water and Sanitation District plans shall be separate sets.

- Step 2: Provided there are no significant outstanding comments from any review agency, a Site Plan may be scheduled for a Planning Commission Meeting.
- Step 3: Construction Plans will not be considered for signature until all of the following have been completed:
- The plat for the overall development shall be recorded (See Plat Checklist for details)
 - If a Subdivision Improvement Agreement (SIA) or Development Agreement is necessary for Town and/or PWSD improvements. The agreement(s) shall be completed & approved by Town Council and/or PWSD.
 - Security (Letter of Credit (LOC) or cash) shall be in place in accordance with any Agreement(s).
 - All required fees (review, tap, permit, etc.) shall be paid in full.
- Step 4: Electronic record sets of the Town Construction plans only shall be submitted for approval as follows:
- First, Utility Plans **only** to Fire/Life Safety reviewer for approval.
 - Second, Utility Plans **only** to PWSD or applicable water and sewer provider for approval.
 - Last, **Complete** set of construction plans (includes Town and approved Utility Plan Set) to Town for approval.
 - Paper copies of the Utility Plans may be required by PWSD or the applicable water and sewer provider.
- Step 5: After records sets have been approved by all agencies, the applicant shall produce the following paper copies:
- Seven (7) paper copies for the Town. These sets must be provided to the Town prior to scheduling the Preconstruction Meeting.
 - Additional paper copies may be required by PWSD or the applicable water and sewer provider.
- Step 6: A grading permit will not be issued until the following have been completed:
- All requirements of the grading permit application have been met, including the submittal of Grading and CBMP securities.
 - A Preconstruction Meeting shall be held. The meeting **will not** be scheduled until Steps 1-5 have been completed, and all requirements of the grading permit application have been met.
 - A separate Preconstruction Meeting will be held with PWSD; however, it does not need to be completed prior to issuance of the Grading Permit.

Attached is the "Example Plan Set" for typical projects. Please contact the individual agencies for specifics.